

# Prepare Your Office



Emergency Preparedness is a key to business survival. Prepare now since a catastrophic earthquake could strike at any time.

## **Preparedness and Mitigation**

- Conduct hazard vulnerability analyses of all buildings and strengthen hazardous structures.
- Eliminate nonstructural hazards.
- Conduct emergency drills and train employees in preparedness and response.
- Identify vital records and protect computer data and equipment.

## **Response**

- Immediately after the earthquake locate all employees and provide first aid as necessary.
- Conduct initial damage assessments and activate evacuation plan if necessary.
- Provide emergency power to support critical operations and secure records.
- Maintain communications with employees, the community, and the media.

## **Recovery**

- For your businesses to resume operations quickly, you will need to conduct a comprehensive damage survey of facilities to determine the need for temporary relocation.
- Secure contractors to clean up and repair damaged facilities.
- Restore essential facilities and/or establish temporary ones.
- Obtain essential supplies from vendors.



**Washington Military Department  
Emergency Management Division**